



## *Position Description*

---

<b>Department:</b>	Library
<b>Title:</b>	Adopt –A-Shelf
<b>Goal:</b>	Maintains order, accessibility, and appearance of assigned section of shelving.
<b>Duties:</b>	Identifies books requiring mending and places them in mending area with note attached. Reads spine labels and re-shelves books that are not in proper order. Shifts books as necessary to assure easy access. Removes all bookmarks, paper and litter from books and shelves. Dusts shelves.
<b>Qualifications:</b>	Knowledge of alpha/numeric order. Ability to reach to top shelves and bend to bottom shelves.
<b><i>Time Required:</i></b>	Short term of 30 days and long term up to 6 months
<b>Supervisor:</b>	Library Director, Library Supervisor or Library Staff member
<b>Physical Demands:</b>	Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.